

Rescinded by
OTR 1-75

7/1/74

ADMINISTRATIVE - INTERNAL USE ONLY

Forms Management

OTR INSTRUCTION NO. 70-1

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REFERENCE:

3 July 1973

RESCISSION: OTR Regulation No. 43-2,
dated 18 April 19551. PURPOSE

This Instruction provides policy and identifies responsibilities for forms management within the Office of Training.

2. POLICY

The Agency's Forms Management Program has been decentralized so that forms analysis and design are now the responsibility of component Records Management Officers. The CIA Records Administration Branch remains the central point for the control of forms. As before, the CIA Records Management Officer has final approving authority for all forms.

3. RESPONSIBILITIES

a. OTR Records Management Officer:

- (1) Administers the Forms Management Program within OTR which includes:
 - (a) Providing for the analysis and design of forms through the Visual Aids Branch/ISS/TR;
 - (b) Coordinating the review, approval, and reproduction of forms with the CIA Records Administration Branch; and,
 - (c) Conducting surveys and maintaining controls and records necessary to carry out the Forms Management Program.

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b. Chiefs of Schools and Staffs,

- (1) Justify the need for new or revised forms;

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(2) Coordinate new or revised forms with the OTR Records Management Officer.

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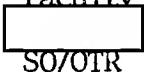
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